



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 28, 2011

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Special Education Actual Cost Report Form SE-4096 for the 2010-11 School
Year

The Special Education Actual Cost Report Form SE-4096 will be mailed, under separate cover, to all local and intermediate school district superintendents and public school academy administrators during the last week of July 2011. The purpose of this form is to generate the Special Education Headlee Obligation payment under Section 51c of the State School Aid Act.

Local school districts and public school academies need to complete and return the form to their intermediate school district by September 16, 2011. If the local school district or public school academy did not provide any special education programs or services during the 2011 fiscal year, they need to simply check the box, sign the bottom of the form and return it to their intermediate school district. Districts may also access an electronic excel version of this form at: http://www.michigan.gov/mde/0,1607,7-140-6530_6598_8391--_,00.html

Section 18 of the State School Aid Act requires that all Special Education Actual Cost Reports be submitted to the Michigan Department of Education, Office of Special Education and Early Intervention Services no later than September 30, 2011. Section 18 imposes a state aid penalty for the failure to submit the Special Education Actual Cost Report.

Questions regarding the completion or filing of the SE-4096 Special Education Actual Cost Report should be directed to Dianne Easterling, Coordinator, Office of Special Education and Early Intervention Services. Ms. Easterling may be reached at (517) 241-1235, or by e-mail at easterlingd@michigan.gov.

cc: Michigan Education Alliance

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